



# Hardin-Houston Local School

5300 Houston Road, Houston, Ohio 45333

Larry Claypool  
Superintendent

Amy Ayers  
Treasurer

ph: (937) 295-3010 fx: (937) 295-3737

Sara Roseberry  
Elementary Principal

Ryan Maier  
High School Principal

## Application for Employment

### Personal Information

Last Name		First	Middle	Date of Application
Street Address			Social Security No.	
City	State	Zip Code	Telephone No. Home ( ) Work ( )	
Email Address:				
Are you presently under contract to another district? Yes _____ No _____				
If yes, when does the contract expire?				
Date available for employment?				
Current base salary? (Not including fringe benefits)			Base salary expectations? (Not including fringe benefits)	
What administrative certificate(s) or license(s) do you presently hold?				
Certificate/License Number(s)?			Type of Certificate(s) or License(s)?	
Note: Candidates are subject to a criminal background check.				
<b>Military Experience</b>				
Branch of Service?	Years?	From?	To?	
Present Military affiliation?	None _____	Reserve/NGUS (active) _____	Reserve (inactive) _____	
<b>Current School District Information</b>				
Name of district?			Your title?	
Enrollment (ADM)?	School District Budget?	Total Number of Employees?		

**Educational History**

School Name	Location (city, state)	Major Course or subject	Dates Attended		Graduated		Degrees
			From	To	Yes	No	
High School							
College (list all attended)							

**Professional Experience**

Starting with present or most recent, list all previous employers. If more space is required, please continue on a separate sheet. You may attach resume but complete application as well.

No. of Years	Dates		Position Title	School District Organization, Address	Reason for Leaving
	From	To			

**Other Work Experience and Achievements Valuable to Your Career**


**Outside Activities** (Exclude those including race, color, religion, sex, national origin, age, handicap, or Vietnam-era veteran status)


**Professional/Work References**

Please list below the names and address of five persons who can speak of your professional competency and character. Include at least three names of professional colleagues.

Name		Type of Acquaintance		
Address	City	State, Zip Code	Home Phone ( )	Business Phone ( )

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Address	City	State, Zip Code	Home Phone ( )	Business Phone ( )

**Why Are You Interested in This Position?**


**Identify Two Major Accomplishments in Your Last Position:**


**Identify Two Projects That Were Not Accomplished Despite Your Best Effort and Why:**


**Applicant’s Signature**

I certify that the information in this application is true and accurate to the best of my knowledge and belief.

I hereby authorize the Board of Education or its agents to conduct such investigations and to obtain such records (including criminal and credit records) as the Board deems necessary. I understand that giving false or misleading information, either oral or written, may result in denial or termination of my employment.

\_\_\_\_\_  
Signature of Application

\_\_\_\_\_  
Date

If any of your education or employment records are under other than the above name, please provide other names.

**A complete Application Consists of the Following**

1. Receipt of a letter of application emphasizing qualifications and recent achievements.
2. Receipt of completed and signed application form.
3. Receipt of up-to-date resume.
4. Receipt of copy of current administrative certificate(s) or license(s).
5. Receipt of your university placement file and/or transcript of credits.
6. You may submit any information or material you feel is relevant to your qualifications for this position.

Send all application materials to:

Larry Claypool, Superintendent  
Hardin-Houston Local School  
5300 Houston Road  
Houston, OH 45333

Or

[lclaypool@houston.k12.oh.us](mailto:lclaypool@houston.k12.oh.us)

Hardin-Houston Local School District does not discriminate on the basis of sex, religion, color, age, national origin, size, handicapping condition, or race in educational programs and activities nor in its employment practices.

An Equal Opportunity Employer